

REASON FOR THIS POSITION						POSITION DESCRIPTION COVER SHEET				
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER								
RECOMMENDED										
4. TITLE					5. PAY PLAN	6. SERIES	7. GRADE			
8. WORKING TITLE					9. INCUMBENT (Optional)					
OFFICIAL										
10. TITLE Human Resources Assistant (Office Automation)										
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER			
GS	203		06	MONTH/DAY/YEAR	YES NO		MS			
				4/22/02						
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)										
1st				5th						
2nd				6th						
3rd				7th						
4th				8th						
SUPERVISOR'S CERTIFICATION										
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.										
19. Supervisor's Signature			20. Date		22. Second Level Supervisor's Signature		23. Date			
21. Supervisor's Name and Title				24. Second Level Supervisor's Name and Title						
FACTOR EVALUATION SYSTEM										
FACTOR	25. FLD/BMK		26. POINTS		FACTOR		25. FLD/BMK		26. POINTS	
1. Knowledge Required	1-4		550		6. Personal Contacts		2			
2. Supervisory Controls	2-3		275		7. Purpose of Contacts		B		75	
3. Guidelines	3-2		125		8. Physical Demands		8-1		5	
4. Complexity	4-3		150		9. Work Environment		9-1		5	
5. Scope and Effect	5-2		75		27. TOTAL POINTS				27. 1260	
PCS for Assistance Work In The Human Resources Management Group, GS-0200 dtd. 12/2000								28. GRADE		28. 06
CLASSIFICATION CERTIFICATION										
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.										
29. Signature /S/ MARILYN STETKA							30. Date 4/22/02			
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)										
32. Remarks FLSA: N							Standard Job#203-06		33. OPM Certification Number	

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 06	6. IP NO. (8)
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B. MASTER RECORD

1. PAY GS	2. OCC.SER (4) 203	3. OCC FUNC.	4. OFF. TITLE CD 0015C	5. OFF. TITLE (38) HUMAN RESOURCES ASST (OA)		
6. HQ.FLD.CD. (1) 2 1=HQ 2=FLD	7. SUP.CD. (1) 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA 5=Mgmt. CSRA 6= Leader LGEG 8=All Others	8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA	9. INTERDIS. CD. (1) N=NO Y=Interdis	10. DT. CLASS (6) MO DA YEAR 04 22 02		
11. EARLY RET. CD. (1) 1=Primary 2=Secondary	3=Foreign Svc. Blank=NA	12. INACT/ACT (1) A I=Inactive A=Active	13. DT. ABOL. (6) MO DAY YEAR	14. DT.INACT/REACT (6) MO DAY YEAR	15. AGCY. USE (10)	
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)						
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)						

C. INDIVIDUAL POSITION

1. FLSA CD. (1) N E=Exempt N=Nonexempt	2. FIN. DIS. REQ. (1) O N 0=None 1=CD 219 3=SF 278 4=AD 392	3. POS. SCHED. (1) A=Sched A B=Sched B 0=Excepted but not A, B, C	4. POS. SENS. (1) 1N N 0=Nonsensitive 1=Noncritical	5. COMP. LEV. (4) 06HB			
6. WK. TITLE CD. (4)	7. WK TITLE (38)						
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th	9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE						
10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes	13. DUTY STATION (9) State (2) City(4) Cnty(3)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6) MO DAY YEAR	16. PAS. IND. (1) Blank=N/A 1=PAS	17. DATE EST. (6) MO DAY YEAR 04 22 02
18. GD. BASIS. IND. (1) 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG	4=Sup./Program 5=RGEG 6=Policy Analysis GEG	7=Equipment Devel. Guide 8=Agency Use 9=Agency Use ALPHAS = Agency Use	19. DT. REQ. REC. (6) MO DAY YEAR	20. NTE. DT. (6) MO DAY YEAR	21. POS. ST. Y=Perm N=Other		
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results) <div> Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. </div> <div> Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. </div> <div> Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 9=Other </div>							
23. DT. EMP. ASGN. (6) MO DAY YEAR	24. DT. ABOL. (6) MO DAY YEAR	25. INACT/ACT (1) A 1=Inact. 2=Act.	26. DT. INACT/REACT (6) MO DAY YEAR	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)	
30. CLASSIFIER'S SIGNATURE			31. DATE				
32. REMARKS Standard Job #203-06							

A. Major Duties

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Processing

- Processes a full range of recurring personnel actions for wage grade, GS, SES and SL positions, including various types of appointments, separations, promotions, changes to lower grade, transfers, within grade increases, or mass change actions; reviews personnel action requests for accuracy and completeness and resolves discrepancies.
- Determines the appropriate nature of action, regulatory authority, and salary to be entered on personnel action requests and supplies necessary codes. Enters the information into the automated data system, researches any errors that may occur, and takes corrective action.
- Answers a variety of questions concerning the full range of personnel support activities and/or refers the question to another staff member; verifies employment.
- Establishes Official Personnel Folders (OPFs); as required, obtains consolidated records of prior Federal service.

Staffing and Classification

- Reviews the AD-332, Position Description Cover Sheet, to verify information; distributes copies of position descriptions.
- Prepares vacancy announcements by modifying or updating standardized portions of previous announcements; prepares prior approval cases for SES and SL positions.
- Reviews applications for clerical and technical positions and determines candidates' basic eligibility; rates candidates against quality ranking factors.

Employment Development

- Assists Employee Development Specialists in performing a number of training and employee development activities, including the analysis of training needs, course design and evaluation, vendor selection, and the determination of learning objectives.

- Arranges and oversees in-house and contract training logistics, ensuring that instructors and participants have needed equipment and classroom space.
- Enrolls employees in training courses.
- Reviews participant evaluations of training courses, summarizes salient points, and identifies possible course changes based on participant feedback.

Policy/Employee Relations

- Provides staff support for one or more specific personnel programs or issue areas (e.g., leave donor program, ethics, SES, labor/employee relations, awards, T&As, etc.): performs basic fact finding; maintains files, logs, and tracking systems; answers non-technical questions; assists with report preparation; prepares correspondence.

B. Evaluation Factors

1. Knowledge Required by the Position (FLD 1-4: 550 points)

- Knowledge of basic staffing operations and principles (e.g., recruitment sources; alternative staffing regulations; locally established staffing priorities and practices) to initiate and coordinate the filling of a variety of recurring vacancies.
- Knowledge of basic examining procedures to screen applications for clerical, technical, or other lower graded jobs based on minimum qualifications.
- Practical knowledge of job analysis techniques and classification principles to perform limited technical tasks involving lower graded positions.
- Knowledge of employee development principles and potential subject matter resources to perform technical support work.
- Ability to interpret applicable laws, regulations, precedents, and agency directives concerning the specific programs or subject areas to which the incumbent is assigned (e.g., staffing, classification, incentive awards, SES, employee relations, leave donor program, time and attendance, etc.).
- Knowledge of commonly used personnel forms, record keeping procedures, and filing practices.

- Ability to speak and write effectively.
- Knowledge of automated systems and data bases relevant to the assignment area and the ability to manipulate those systems (i.e., the ability to input/extract information); a qualified typist is required.

2. Supervisory Controls

(FLD 2-3: 275 points)

The supervisor or designee defines the overall objectives and priorities of the work, mediates controversies, and provides guidance in dealing with situations for which there are no clear precedents. The incumbent plans and completes day-to-day tasks with considerable independence, adapting procedures to meet established objectives and priorities. Work is reviewed for overall appropriateness, technical soundness, and conformity with policies and regulations.

3. Guidelines

(FLD 3-2, 125 points)

Guides include desk manuals, work samples (e.g., previous vacancy announcements), case precedents, classification and qualification standards, agency directives, data processing manuals, and established office procedures. The incumbent must exercise judgment in selecting the proper guidelines to follow and then applying them to individual cases. When guidelines are nonexistent or contradictory, the incumbent will consult with the supervisor or a Personnel Specialist.

4. Complexity

(FLD 4-3, 150 points)

The assignment involves a variety of clerical and administrative tasks in support of various personnel programs and processes. In accomplishing the work, the incumbent must be aware of applicable laws and regulations and make sure that all actions taken are in compliance with established guidelines. He or she must exercise judgment in identifying the scope of a specific problem or issue and determining what needs to be done. The appropriate method or course of action is not always apparent, but must frequently be selected from various possibilities. Flexibility is needed to shift from one task to another in response to shifting priorities.

5. Scope and Effect

(FLD 5-2: 75 points)

The purpose of the work is to provide a wide variety of personnel services for employees in the REE mission area. The accuracy and timeliness of the work performed have a direct

impact not only on the professional welfare and career objectives of the employees serviced, but may also affect the efficiency of further processes or services provided by the Human Resources Division.

6/7. Personal Contacts and Purpose of Contacts (Level 2B 75 points)

Contacts are generally with all levels of employees, supervisors, union representatives, and administrative staffs in the agencies serviced. Some contacts may also be established with employees in other Federal agencies or in State or local government offices, with employees affiliated with schools or universities, or with the general public.

Contacts are established primarily to provide advice and assistance on personnel matters, exchange information, resolve problems, and solicit cooperation. On occasion, considerable tact and patience may be required in approaching or responding to irate or uninformed individuals.

8. Physical Demands (FLD 8-1: 5 points)

The work is primarily sedentary. Some walking, standing, bending, and carrying of light items may be required.

9. Work Environment (FLD 9-1: 5 points)

The work is performed in an office setting.

C. Other Considerations (Check if applicable)

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: _____